

HOLIDAY LAKE 4-H EDUCATIONAL CENTER STAFF HIRING POLICIES/PROCEDURES

Holiday Lake 4-H Educational Center programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. We are an equal opportunity/affirmative action employer.

1. Application Form:

- a. The Virginia state application form will be used for all positions.
- b. The supplemental summer staff application will be used for summer camp positions.
- c. Appropriate supplemental forms may be used for other staff positions as needed.

2. Application Process:

a. Internal Hires

- i. The Administration/Finance Committee has the authority to offer an internal hiring option to an employee who has worked for the 4-H Center in the previous 12 months. Screening should take place for any internal candidate that has not worked the previous 30 days.

b. External Hires

- i. All positions will be listed in local and regional newspapers with an appropriate closing date.
- ii. All positions will be listed with the Virginia Employment Commission with an appropriate closing date.
- iii. Program Director may visit local universities and participate in recruitment day programs as appropriate.

c. Temporary/Emergency Hires

- i. In the event of a position becoming suddenly vacant, the Center Director in consultation with the Administration/Finance Committee may evaluate and determine the necessity to hire a temporary employee to fulfill the vacated duties until the position can be filled utilizing the aforementioned Internal or External Hiring policies.

3. Screening:

a. The following steps in the screening process will be completed depending on position:

- i. Verification of previous employment – at least one check of previous work history will be completed for all staff.
- ii. Reference checks:
 1. At least two acceptable personal references must be provided by and may be checked for all staff applicants.
 2. Reference forms must be returned directly to the main office.
- iii. Verification of degree/license/certification:
 1. We reserve the right to verify the educational information supplied by administrative and professional staff applicants at random.
 2. Copies of license and certifications must be provided and may be confirmed for validity as to applicants seeking a position requiring certification or license.
- iv. Criminal background checks – a voluntary disclosure form with signature will be required of all staff giving permission for a criminal background check including the National Sex Offender Website. Failure to give permission will disqualify applicant from employment.
- v. Driving record check – driving record check through insurance carrier will be required for all staff driving 4-H center vehicles.
- vi. Personal interview – personal interviews will be conducted with staff as follows:
 1. Seasonal summer staff – Program Director with assistance from selected agents or board members.
 2. Year-round administrative or professional staff – Center Director with assistance from selected agents or board members.
 3. Maintenance staff – Facility Manager.
 4. Food service staff – Food Service Manager.

Reviewed by: _____ Date: _____

Title: _____